

October 8, 2002

REQUEST FOR PROPOSAL NO. 03-023

FEDERAL GOVERNMENTAL AFFAIRS CONSULTING AND LOBBYING SERVICES

The Southern California Association of Governments (SCAG) is soliciting proposals in response to Request for Proposal (RFP) No. 03-023, Federal Governmental Affairs Consulting and Lobbying Services. The RFP is comprised of the following seven parts: Scope of Work (Attachment 1), Proposal Information, Organization, and Content (Attachment 2), Proposal Evaluation Form (Attachment 3), Interview Evaluation Form (Attachment 4), Contract Budget Explanatory Information (Attachment 5), Debarment and Suspension Certification (Attachment 6), and SCAG Conflict of Interest Form (Attachment 7). Firms wishing to respond to RFP No. 03-023 should submit their proposal to the attention of Anthony M. Piunno, Jr., Senior Contracts Administrator, Southern California Association of Governments, 818 W. 7th Street, 12th Floor, Los Angeles, CA 90017 by 3:00 PM (Pacific) on November 4, 2002.

Your proposal must be received at SCAG by the deadline specified above. We will not accept late submittals. We also will not accept faxed or electronically sent proposals. Any proposal received after the deadline will be returned to the consultant/vendor without further consideration.

Respondents should fully address all components of this RFP and be especially mindful of the following stipulations:

- SCAG reserves the right to disqualify any and all proposals which are not submitted in accordance with the required format described in this RFP.
- Proposals must include a line item budget in the format and detail shown in Attachment 5. A similar detailed budget is required of each subcontractor whose portion of the work is \$25,000 or more.
- Any proposal exceeding the budget specified in this RFP will not be accepted.
- Funding for this project is contingent upon availability of SCAG general funds at the time of contract award and at each renewed period.
- SCAG does not reimburse respondents for the cost of proposal preparation, even

in the event of RFP cancellation.

- The Debarment and Suspension Certification must be fully completed by all parties to the proposal (prime and all subcontractors).
- The SCAG Conflict of Interest Form must be fully completed by any parties to the proposal whose portion of the overall work is valued at \$25,000 or more. All persons or firms seeking contracts valued at \$25,000 or more must complete and submit this SCAG Conflict of Interest Form to SCAG along with your contract proposal. This requirement also applies to any proposed subcontractors whose portion of the overall work is valued at \$25,000 or more.
- The three references required in Attachment 2 should not include any SCAG staff.
- Disadvantaged Business Enterprises (DBEs), as defined in Title 49, Part 26 of the Code of Federal Regulations, are strongly encouraged to apply.
- All offerors should ensure that they have completed and submitted a SCAG Vendor/Consultant Application, which can be obtained on-line at www.scag.ca.gov, under “Doing Business with SCAG.” The application is mandatory for all primes, but optional for subcontractors.

The maximum period of performance for this contract is 48 months; based on a period of performance from January 1 through December 31 of each year. There will be a 12-month base period, plus three 12-month Options. Exercising each of the 12-month Options will be dependent on available funding and satisfactory performance (as determined by SCAG). Cost proposals should be prepared for the entire 48 months but broken out into four 12-month increments along with a monthly cost profile.

If you have any technical questions regarding the Scope of Work, please contact Tonya Gorham at (213) 236-1988 or gorham@scag.ca.gov. Administrative questions should be directed either to Anthony M. Piunno, Jr. at (213) 236-1887 or Sam Mehta at (213) 236-1813.

Sincerely,

Justine Block
Deputy Legal Counsel

JB/la

SCOPE OF WORK

TO PROVIDE FEDERAL GOVERNMENTAL AFFAIRS CONSULTING AND LOBBYING SERVICES RFP NO. 03-023

I. BACKGROUND

A. Organization Overview

The Southern California Association of Governments (SCAG), which is comprised of six counties (Ventura, Los Angeles, Orange, San Bernardino, Riverside and Imperial) and 186 cities in southern California, is the organization charged with examining and helping to resolve short- and long-term issues impacting the region. The region has more than 16 million residents and encompasses more than 38,000 square miles, representing the largest and most diverse region in the country.

Decision-making happens through SCAG's Regional Council, a governing body of 71 city and county elected officials and county transportation commissioners. In addition to the Regional Council, there are four policy committees: Administration Committee, Transportation and Communications Committee, Community, Economic and Human Development Committee, and Energy and Environment Committee. These committees are comprised of Regional Council members, elected official representatives from subregional organizations, single-purpose regional planning organizations, county transportation commissions and Caltrans. In addition to the four policy committees, there are various task forces and subcommittees, which address specific regional policy and technical planning issues.

B. SCAG's Roles and Responsibilities

SCAG is officially designated by the Federal and State governments as a Council of Governments (COG), a Multi-County Designated Transportation Planning Agency, and the Metropolitan Planning Organization (MPO) for the southern California region. As such, SCAG has a number of formal authorities and responsibilities, including:

- Conducting a comprehensive transportation planning process that results in a Regional Transportation Plan (RTP) (or the "Plan") and Regional Transportation Improvement Program (RTIP). Together these documents serve as the legal basis for transportation decision-making in the region. SCAG is required by law to develop and adopt a revised RTP (or "Update") at least once every three years, and major transportation projects receiving either Federal or State funding must be consistent with the provisions of the Plan.
- Developing demographic projections and the integrated land use, housing, employment, and transportation programs, measures, and strategies portions of the South Coast Air Quality Management Plan.
- Determining, pursuant to the Clean Air Act, the conformity of RTP and RTIP to air quality requirements.
- Reviewing and assessing Environmental Impact Reports (EIRs) for projects of regional

significance.

- Conducting inter-governmental review of programs proposed for Federal assistance.
- Serving as the Areawide Waste Treatment Management Planning Agency under the Federal Water Pollution Control Act.
- Preparing Regional Housing Needs Assessment allocations for cities and counties.
- Promoting, through SCAG's Southern California Rideshare organization, ridesharing and other alternative means of transportation (e.g., public transit, bicycling, walking) throughout the region.

C. Regional Cooperation and the Subregions

SCAG places great importance on local input in the regional planning process. SCAG seeks feedback from local elected officials and their staff through fourteen subregional organizations that have been recognized by the Regional Council as partners in the regional policy planning process. SCAG supports the "bottom-up" regional/subregional policy planning process by identifying tasks and products and budgeting resources for the subregions in its annual work program. The work performed for SCAG under contract by the subregions is consistent with the mandates of the funding agencies and regional policy planning priorities established by the Regional Council.

D. SCAG's Legislative Program

The SCAG Regional Council annually adopts a Legislative Program, which provides guidelines and criteria for developing SCAG's positions on State and Federal legislation. The basic criteria governing SCAG's legislative positions is based on the impacts on the implementation of regional plans in Southern California and statewide, as well as impacts on local governmental authority and environmental justice. The program also identifies SCAG's federal and state legislative priorities. The priorities generally include: seeking federal and state support and funding for plans and programs to implement the adopted Regional Transportation Plan; seeking federal and state support to refine and enhance SCAG's federal designation as a Metropolitan Planning Organization (MPO) and other statutory responsibilities; and seeking federal and state support for fair share funding for plans and programs in the SCAG region.

II. Federal Governmental Affairs Consultant and Lobbying Services

SCAG is seeking the services of a Federal Governmental Affairs Consultant/Lobbyist in Washington DC. The Governmental Affairs Consultant/Lobbyist will provide federal legislative services in all matters related to SCAG's legislative program guidelines and priorities in Washington DC. In addition, the Governmental Affairs Consultant/Lobbyist will be responsible for developing and implementing a creative and innovative strategy for positioning SCAG in Washington DC as an influential leader in federal legislative and policy initiatives that impact the SCAG region.

A. SCOPE OF WORK

1.0 SCAG's Annual Legislative Program

The Federal Government Affairs Consultant will assist SCAG's Government Affairs staff in developing and executing federal priorities of the annual legislative program and consult

with staff to identify 3-5 primary issues of interest and develop strategies for attainment of goals and priorities set by the legislative program. Specifically, the consultant will work with Government Affairs staff to identify strategies and timelines for seeking funding through the congressional appropriations process. During the first year of the contract, the consultant will develop and execute a strategy for including SCAG's priorities in the TEA III reauthorization process. The consultant will provide an end of session report to SCAG Government Affairs staff and Regional Council highlighting accomplishments of each completed year.

- **Deliverable:** Assist in development of federal priorities for annual legislative program
Due: November of each calendar year
- **Deliverable:** Develop strategy for attainment of goals and priorities set by legislative program
Due: November of each calendar year
- **Deliverable:** End of annual session report
Due: November 1 of each calendar year
- **Deliverable:** Develop comprehensive strategy and milestones for including SCAG's priorities in the TEA-III reauthorization process
Due: January 1, 2003

2.0 Legislative Monitoring

The Federal Government Affairs Consultant will identify, review, monitor and report to SCAG's Government Affairs Staff on pending federal legislation and federal agency rulemaking which directly or indirectly pertain to SCAG's Legislative Program, priority issue areas, and activities. The consultant will review the Federal Register and other publications to identify the availability of new programs or funding opportunities and provide recommendations including but not limited to locating unallocated funds, designing strategies to seek discretionary funds, and seeking pilot project grants and funding from foundations.

- **Deliverable:** Monthly update reports
Due: Last Friday of Each Month
- **Deliverable:** Develop and maintain a legislative matrix
Due: Each Friday during session

3.0 Legislative Assistance/ Legislative Advocacy

The Federal Government Affairs Consultant will assist and advise SCAG's Government Affairs Staff on pending federal legislative measures. Legislative duties include: Monitoring legislative or regulatory hearings, coordinating testimony, drafting bill language amendments, researching issues, preparing follow up position letters, and direct advocacy. The Federal Government Affairs Consultant will develop and implement an advocacy

campaign for legislative initiatives and proposals that have been approved by SCAG's Regional Council. The consultant will also advise SCAG staff on the appropriateness and the timing for personal visits by Regional Council members to members of Congress and legislative staff and Administration elected and appointed officials and staff.

- **Deliverable:** Prepare follow-up position letters
Due: As required
- **Deliverable:** Drafting bill language
Due: As required
- **Deliverable:** Comprehensive Strategy for SCAG Sponsored Legislation
Due: As required

4.0 SCAG Leadership Strategy/ Networking

The Federal Government Affairs Consultant will develop and implement strategies that will establish SCAG as an influential leader in federal policy initiatives that impact the SCAG region. This strategy should employ creative and innovative approaches to amicably positioning SCAG with members of Congress, the Administration and federal agencies. The Federal Government Affairs Consultant will be required to facilitate communication with the appropriate local, state, and federal government officials, agencies, associations and related jurisdictions and arrange briefings when necessary and schedule visits for Regional Council Members with appropriate members of Congress, legislative staff, and key Administration appointed officials and staff. The consultant will also seek out and coordinate opportunities for SCAG to provide testimony at relevant committee hearings. When appropriate, the Federal Government Affairs Consultant will be required to work in partnership with SCAG's State Government Affairs Consultant to achieve SCAG's legislative objectives.

- **Deliverable:** Coordination of Annual SCAG Washington DC Legislative Briefing
Due: Spring of each calendar year
- **Deliverable:** Arrange for and accompany Regional Council members and staff in meetings with members of Congress and key Administration appointed officials.
Due: As required
- **Deliverable:** Arrange for Regional Council member to provide testimony to Congress at least one time each year.

5.0 Legislative Services Reporting

The Federal Government Affairs Consultant will be required to prepare written monthly reports on all legislative services, issues, activities, and approaching opportunities for SCAG, as well as written monthly summaries of activities to be included in the SCAG

GovAffairs newsletter. The Federal Government Affairs Consultant will also be required to make at least two oral reports annually to SCAG's Regional Council and to other committees or taskforces as appropriate.

- **Deliverable:** Monthly Report
Due: Last Friday of each month
- **Deliverable:** Monthly Update for GovAffairs Newsletter
Due: Monthly on assigned date
- **Deliverable:** Oral Reports to the Regional Council
Due: At least twice annually

B. Term of Contract

The Federal Government Affairs Consultant will be retained for a term of forty-eight months, beginning January 1, 2003 and ending December 31, 2007 to run concurrently with the terms of the 108th and 109th Congresses. Continuation of the contract after each twelve-month period is contingent upon an annual management and project review by the Director of SCAG's Government and Public Affairs Department.

PROPOSAL CONTENTS

- Provide a detailed description of how the firm would approach the scope of work contained within the RFP; providing a description of the technical, creative, and innovative approaches to be employed for each major task or activity proposed to be performed.
- A description of the firm's specific experience with transportation planning, transportation finance, housing, and environmental issues.
- A description of the firm's specific experience with the drafting and implementation of the Transportation Equity Act for the 21st Century and the firm's activities regarding the upcoming reauthorization.
- A discussion of any difficulties expected or anticipated in performing the services, together with a discussion of how the respondent proposes to overcome or mitigate against those difficulties.
- A schedule of how and when the services would be performed, including performance and delivery schedules indicating phases or segments of the service, milestones, and significant events.
- List the names of Members of Congress or administration officials with whom the firm has worked during the past two years in the areas of transportation, housing and environmental issues. Provide specific examples of issue areas.
- A description of the respondent's working relationships with Members of Congress from the SCAG region and activities undertaken with those Members of Congress.
- A statement of the special attributes which the respondent possesses that makes the firm the superior candidate to be selected to perform the proposed contract.

PROFILE OF RESPONDENT

- A statement indicating the name of the firm(s), address (es), telephone number(s) and location of the office(s) from which the work solicited by this RFP is to be done.
- Identification of the individuals who will perform the work, including officers of the firm, project manager and key staff. Provide a detailed description of the time commitment for each member of the firm proposed to be assigned to or providing services for this contract.
- Provide biographical information and three client references each for the project manager and key team members who will be providing the primary services for this contract.
- List the firm's applicable political affiliations or memberships in professional associations.
- List all clients the firm presently represents for transportation, housing and environmental issues and indicate for each whether or not there is a potential conflict of interest.

PROPOSAL INFORMATION, ORGANIZATION AND CONTENT

RFP No. 03-023

All proposals shall contain, at a minimum, the following information:

LETTER OF TRANSMITTAL

- A brief statement of the respondent's understanding of the work to be done and a positive commitment to perform the work within the required time period.
- Identification of the respondent's cost and fee rate and an estimation of the level of effort required to perform the work.
- A list of the names of the individuals authorized to make representations for the respondent, their titles, addresses, and telephone numbers.

TITLE PAGE

An indication of the RFP No. and project title; a list of all team members (prime and any subcontractors); local address and telephone and fax number of the prime; name and e-mail address of the prime's primary contact person; and date of the proposal. The provision of a current e-mail address for the prime's primary contact person is critical.

TABLE OF CONTENTS

A clear identification of the material, by section and page number.

TECHNICAL APPROACH

- A statement and discussion of the project objectives, concerns, and sensitive key issues.
- The technical approach for performing the study includes a detailed Scope of Work along with a program for executing the requirements and objectives of the project. A description of the technical approach to be followed for each major task or activity proposed to be performed and annotated outlines of the proposed final report (as applicable) are to be included.
- A discussion of the difficulties expected or anticipated in performing the study, along with a discussion of how the respondent proposes to overcome or mitigate against those difficulties.
- A detailed schedule for completion of the work, including performance and delivery schedules indicating phases or segments of the project, milestones, and significant events.

- A statement of the extent to which the respondent's proposed approach and Scope of Work will meet or exceed the stated objectives discussed in this RFP, and a discussion of how the respondent would modify the project, schedule, and/or cost to better meet these objectives without exceeding the stated budget amount.

PROFILE OF RESPONDENT

- A statement indicating if the firm is local or national and a summary of representative experience relevant to the work described in the Scope of Work for this RFP.
- The location and telephone number of the office from which the work is to be done.
- Identification of the individuals who will perform the work, including officers, project manager and key staff. State the time commitment and include resumes for key individuals.

FEE STRUCTURE/FINANCIAL FORM

- A completed line item budget (see Attachment 5).
- A budget summary by task.

REFERENCES

A list of at least three references, including the names of contact persons within the firms.

SCAG STANDARD CONTRACT LANGUAGE

Respondents should familiarize themselves with the terms and conditions of SCAG's standard contract language by reviewing the sample SCAG contract posted on-line at www.scag.ca.gov/business/. Respondents must identify in their proposal any concerns or objections they would have with any of the contract terms and conditions if selected for contract award.

Aside from proposal content, respondents should also be aware of the following:

PERIOD OF PERFORMANCE

The maximum period of performance for this contract is 48 months; based on a period of performance from January 1 through December 31 of each year. There will be a 12-month base period, plus three 12-month Options. Exercising each of the 12-month Options will be dependent on available funding and satisfactory performance (as determined by SCAG). Cost proposals should be prepared for the entire 48 months but broken out into four 12-month increments along with a monthly cost profile.

DISADVANTAGED BUSINESS ENTERPRISE (DBE)

It is SCAG's policy to make it known that Disadvantaged Business Enterprises (DBEs), as defined in 49 Code of Federal Regulations, Part 26 are strongly encouraged to apply. Firms wishing to get credit for DBE status must be certified at the time of proposal submission. If you are a certified DBE, you must include a copy of your certification with your proposal. For those vendors/ consultants located within the southern California region, certification must be from either the Department of Transportation (Caltrans), the Metropolitan Transportation Authority, the City of Los Angeles, the John Wayne Airport Authority, or the Orange County Transportation Authority.

PROPOSAL SUBMISSION

An original and **6 copies** shall be received by SCAG by 3:00 PM (Pacific) on November 4, 2002, and addressed to the attention of: Anthony M. Piunno, Jr., Senior Contracts Administrator, SCAG, 818 W. 7th Street, 12th Floor, Los Angeles, CA 90017. The original should be clearly marked/stamped as such.

All submissions are considered a matter of public record.

SELECTION PROCESS

- Proposals will be ranked in accordance with the criteria described in Attachments 3 and 4.
- Respondents may be brought in for interviews.

EVALUATION OF PROPOSALS

Proposals will be evaluated according to the following criteria, which are listed according to their relative weight in the evaluation process:

- 1. Technical Approach**
 - a. Overall Responsiveness
 - b. Related Experience
- 2. Consultant Firms**
- 3. Project Management**
 - a. Staff Qualifications
 - b. Project Organization
 - c. Reasonableness of Schedule and Budget
- 4. Costs**
- 5. Reasonableness of Schedule**
- 6. DBE Participation**
- 7. References**

NOTIFICATION OF RIGHT TO PROTEST CONTRACT AWARD

Offerors have the right to protest the contract award in compliance with SCAG's *Policy on Contract Award Protests*, which can be viewed online at www.scag.ca.gov under "Doing Business with SCAG." A written protest must be filed with SCAG's Deputy Legal Counsel within seven work days after posting of the Notice of Intent to Award. No verbal protests will be accepted. The protest must be a detailed, written statement of the protest grounds and reference the RFP number and name of the designated Contracts Administrator. The protest must be submitted to SCAG's Deputy Legal Counsel via both certified mail and fax using the following address and fax number:

Ms. Justine Block, Deputy Legal Counsel
Southern California Association of Governments
818 W. 7th Street, 12th Floor
Los Angeles, CA 90017
213.236-1825 fax

The contract award is held up when a protest is received on time by SCAG's Deputy Legal Counsel. The contract may not be awarded until the protest is either withdrawn or SCAG's Deputy Legal Counsel has rendered a decision.

BUDGET PARAMETERS

Any proposal exceeding the budget specified in this RFP will not be accepted. The total available budget for this project is as follows:

Budget:	For the period January 1, 2003 to June 30, 2003	NTE	\$100,000
	For the period July 1, 2003 to December 31, 2003	NTE	\$100,000
	Total budget for the first 12 months	NTE	\$200,000
Budget for each subsequent 12-month renewal period			NTE \$200,000
Total budget for the 48-month contract period shall not exceed			\$800,000

Applicable work element #: 03-300.SCGS2

Please note: Funding for this project is contingent upon availability at the time of contract award and at each renewed period. SCAG is not responsible for any costs or expenses incurred in the preparation of your proposal.

MISCELLANEOUS

- SCAG reserves the right to reject any and all proposals submitted and to request additional information.
- The contract for this work will be awarded to the firm that the selection committee deems best

qualified.

- All applicable documentation must be fully executed by each bidder.
- Every proposal submitted is considered a firm offer that must be valid for a minimum of 90 calendar days.

PROPOSAL EVALUATION FORM

RFP No. 03-023

Consultant Name: _____

Evaluation Criteria	Max. Possible Points	Points Earned	Comments
I. TECHNICAL APPROACH Project Understanding & Approach <ul style="list-style-type: none"> • Tasks & approach clearly described • Creative/innovative approach • Understanding of Caltrans' processes • Complete/thorough description of work plan 	30		
II. CONSULTANT FIRMS: <ul style="list-style-type: none"> • <u>Prime Consultant:</u> • Familiar with regional & local issues • Capability to reallocate resources as needed to meet project schedule • <u>Sub-Consultants:</u> • _____ • _____ • _____ • Each sub provides unique service(s) to the team • Subs are fully capable of performing their tasks • Expertise is clearly required for this study 	25		
III. PROJECT MANAGEMENT Project Team: (Total hours: _____) <ul style="list-style-type: none"> • Reasonable total number & distribution of hours • Qualifications of key individuals • Time commitment of key individuals 	20		
IV. COSTS (Total contract cost): \$ _____ <ul style="list-style-type: none"> • Realistic cost in relation to total hours • Total cost within allocated budget 	10		
V. REASONABLENESS of SCHEDULE <ul style="list-style-type: none"> • Total time allocated for each task is realistic • Logical & realistic timing of each task 	10		
VI. DBE PARTICIPATION	5		
VII. REFERENCES <ul style="list-style-type: none"> • Similar projects completed on time and within budget 	Pass/ Fail		
TOTAL	100		

Name of Evaluator (print): _____

Date: _____

Signature of Evaluator: _____

Agency: _____

INTERVIEW EVALUATION FORM

RFP No. 03-023

Consultant Name: _____

Evaluation Criteria	Max. Possible Points	Points Earned	Comments
II. TECHNICAL APPROACH Project Understanding & Approach <ul style="list-style-type: none"> • Tasks & approach clearly described • Creative/innovative approach • Understanding of Caltrans' processes • Complete/thorough description of work plan 	30		
III. CONSULTANT FIRMS: <ul style="list-style-type: none"> • <u>Prime Consultant:</u> • Familiar with regional & local issues • Capability to reallocate resources as needed to meet project schedule • <u>Sub-Consultants:</u> • _____ • _____ • _____ • Each sub provides unique service(s) to the team • Subs are fully capable of performing their tasks • Expertise is clearly required for this study 	25		
IV. PROJECT MANAGEMENT Project Team: (Total hours: _____) <ul style="list-style-type: none"> • Reasonable total number & distribution of hours • Qualifications of key individuals • Time commitment of key individuals 	20		
V. COSTS (Total contract cost): \$ _____ <ul style="list-style-type: none"> • Realistic cost in relation to total hours • Total cost within allocated budget 	10		
VI. REASONABLENESS of SCHEDULE <ul style="list-style-type: none"> • Total time allocated for each task is realistic • Logical & realistic timing of each task 	10		
VII. DBE PARTICIPATION	5		
VIII. REFERENCES <ul style="list-style-type: none"> • Similar projects completed on time and within budget 	Pass/ Fail		
TOTAL	100		

Name of Evaluator (print): _____

Date: _____

Signature of Evaluator: _____

Agency: _____

CONTRACT BUDGET EXPLANATORY INFORMATION

RFP No. 03-023

The sample line item budget on the following page reflects the most common format used to present budget or compensation information in contracts for planning services. Under this format, the consultant is compensated for its costs, plus given a fixed fee. All consultant (and subcontractor) costs must be allowable and consistent with Federal cost principles (see term VII, paragraph F of the MPO/Consultant Contract Boilerplate). Please be aware that the cost-plus-a-percentage-of-cost bid method, where the consultant's profit is a percentage of the reimbursed costs on a project, is not allowed under Federal rules.

In reviewing the sample line item budget, the following should be considered:

- Under direct labor, it is preferable to identify professional staff by both name and position. Such a format ties the level of effort to the staff actually responsible for the project.
- Direct labor and fringe benefits must be shown as separate dollar amounts.
- There are no provisions in the contract budget for contingency fees.
- The salary rate quoted should be the highest rate of compensation the staffer/position is expected to receive during the life of the contract. Expected merit or cost-of-living increases should be incorporated into the quoted rate.

All consultants must prepare and submit a line item budget using the exact format shown on the following page, or may risk having their proposal disqualified. Furthermore, for any proposal with a total contract value of \$250,000 or more, any subcontractor whose portion of the work is \$25,000 or more must also prepare and submit their own line item budget as part of the proposal.

SAMPLE LINE ITEM BUDGET

Consultant: Planning Horizon Services
1234 Front Street, Suite 100
Main Street, CA 95814-2100

RFP No. 03-023

Project: Guideway Network Study

DIRECT LABOR

<u>Staff</u>	<u>Hours</u>	<u>Rate</u> ¹	<u>Amount</u>
A. Adams, Project Manager	100	\$30.00/hr.	\$ 3,000
B. Brown, Project Leader	1,000	\$24.00/hr.	\$ 24,000
C. Charley, Project Technician	1,000	\$20.00/hr.	\$ 20,000
Clerical support (direct charges)	<u>250</u>	\$12.00/hr.	<u>\$ 3,000</u>
SUBTOTAL – DIRECT LABOR	2,350		\$ 50,000

¹ Direct Labor rates must be traceable to current payroll records.

OVERHEAD AND FRINGE BENEFITS²

Direct Labor Overhead (as determined from company records)	\$ 40,000
Fringe Benefits (as determined from company records)	<u>\$ 15,000</u>
SUBTOTAL – OVERHEAD AND FRINGE BENEFITS	\$ 55,000

² Many items that are normal business practice costs and tax deductible are not allowable under Federal and State contract rules (e.g., dues, advertising, contributions, bad debts, interest expense, meals, and entertainment). For a complete listing, see 48 CFR 18.36 and OMB-87.

TOTAL DIRECT LABOR, OVERHEAD, AND FRINGE BENEFITS **\$105,000**

FIXED FEE³ (rate should be consistent with other billings for similar services) **\$ 10,500**

³ Fixed Fee is calculated on Direct Labor, Overhead and Fringe Benefits only, not on Subcontractors/Subconsultants.

SUBCONTRACTORS⁴

<u>Subcontractor</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Choo-Choo Engineers	1,000	\$30.00/hr.	\$ 30,000
Overhead and Fringe (50%)			<u>\$ 15,000</u>
Subtotal			\$ 45,000
Fixed Fee (10%)			<u>\$ 4,500</u>
Total Choo-Choo Engineers			\$ 49,500
W. Water, Environmental Consultant	<u>100</u>	\$36.00/hr.	<u>\$ 3,600</u>
SUBTOTAL – SUBCONTRACTORS	1,100		\$ 53,100

⁴ All subcontractors whose portion of the total contract is valued at \$25,000 or more must break out their costs above in the same format as has been done for Choo-Choo Engineers.

OTHER DIRECT COSTS (ODCs)⁵

Graphics development	\$ 2,500
Postage	\$ 100
Printing	\$ 1,000
Telephone (long distance)	\$ 200
Travel (local)	\$ 200
Parking	<u>\$ 75</u>
SUBTOTAL – OTHER DIRECT COSTS	\$ 4,075

⁵ ODCs must be fully documented and included with invoices during the contract period of performance. If contract is subject to a pre-award audit, support for these ODCs will be reviewed similar to that done for Direct Labor, Overhead, and Fringe Benefits.

TOTAL CONTRACT COST⁶

\$172,675

⁶ Contracts less than \$250,000 MAY require a pre-award audit; those at \$250,000 or more WILL require a pre-award audit.

TITLE 49, CODE OF FEDERAL REGULATIONS, PART 29

DEBARMENT AND SUSPENSION CERTIFICATION

RFP No. 03-023

All persons or firms, including subcontractors, must complete this certification and certify, under penalty of perjury, that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, or manager:

is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal agency;

has not been suspended debarred, voluntarily excluded or determined ineligible by any Federal agency within the past 3 years;

does not have a proposed debarment pending; and

has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

If there are any exceptions to this certification, insert the exceptions in the following space.

Exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of actions.

Name of Firm

Signature

Date

SCAG CONFLICT OF INTEREST FORM

(revised February 2002)

RFP No. 03-023

SECTION I: INSTRUCTIONS

All persons or firms seeking contracts valued at \$25,000 or more must complete and submit this SCAG Conflict of Interest Form to SCAG along with your contract proposal. This requirement also applies to any proposed subcontractors whose portion of the overall work is valued at \$25,000 or more. Failure to comply with this requirement may cause your contract proposal to be declared non-responsive.

In order to answer the questions contained in this form, you will need to review SCAG's Conflict of Interest Policy, the list of SCAG employees, and the list of SCAG's Regional Council members. All three documents can be viewed online at www.scag.ca.gov. The SCAG Conflict of Interest Policy is located under "Doing Business with SCAG," whereas the SCAG staff and Regional Council members lists can be found under "About SCAG."

Any questions regarding the information required to be disclosed in this form should be directed to Justine Block, SCAG Deputy Legal Counsel.

Name of Firm: _____

Project Name or Description: _____

RFP Number: _____

Date Submitted: _____

Preparer's Name: _____

SECTION II: QUESTIONS

- Does your firm have any existing relationships with employees of SCAG or members of the SCAG Regional Council that could be construed as involving "conflicts of interests" (i.e., financial interests) within the meaning of the SCAG Conflict of Interest Policy, or which would give rise to a conflict if your firm becomes a recipient of a contract with SCAG?

_____ **YES** _____ **NO**

If "yes," please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____

2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve months?

_____ **YES** _____ **NO**

If "yes," please list name, position, and dates of service:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your contract proposal?

_____ **YES** _____ **NO**

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____

4. In the last twelve months, have you or any members of your firm been a business partner of, employed, or been about to employ an employee of SCAG or member of the SCAG Regional Council?

_____ **YES** _____ **NO**

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____

5. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, contributions (including political contributions) or gifts to any current employee of SCAG or member of the SCAG Regional Council?

_____ **YES** _____ **NO**

If “yes,” please list name, date gift or contribution was given/offered, and dollar value:

Name	Date	Value
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION III: VALIDATION STATEMENT

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the selected firm.

Project Name or Description: _____

RFP Number: _____

DECLARATION

I, (printed full name) _____, (Social Security Number; optional) _____ hereby declare that I am the (position or title) _____ of (firm name) _____, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated _____ is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.

Signature of Person Certifying for Selected Firm

Date

NOTICE

A material false statement, omission, or fraudulent inducement made in connection with this SCAG Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.

